



Date Modified	6/21/2010
Last Changed by	ASDS

Advisement Overview

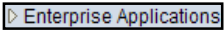
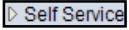
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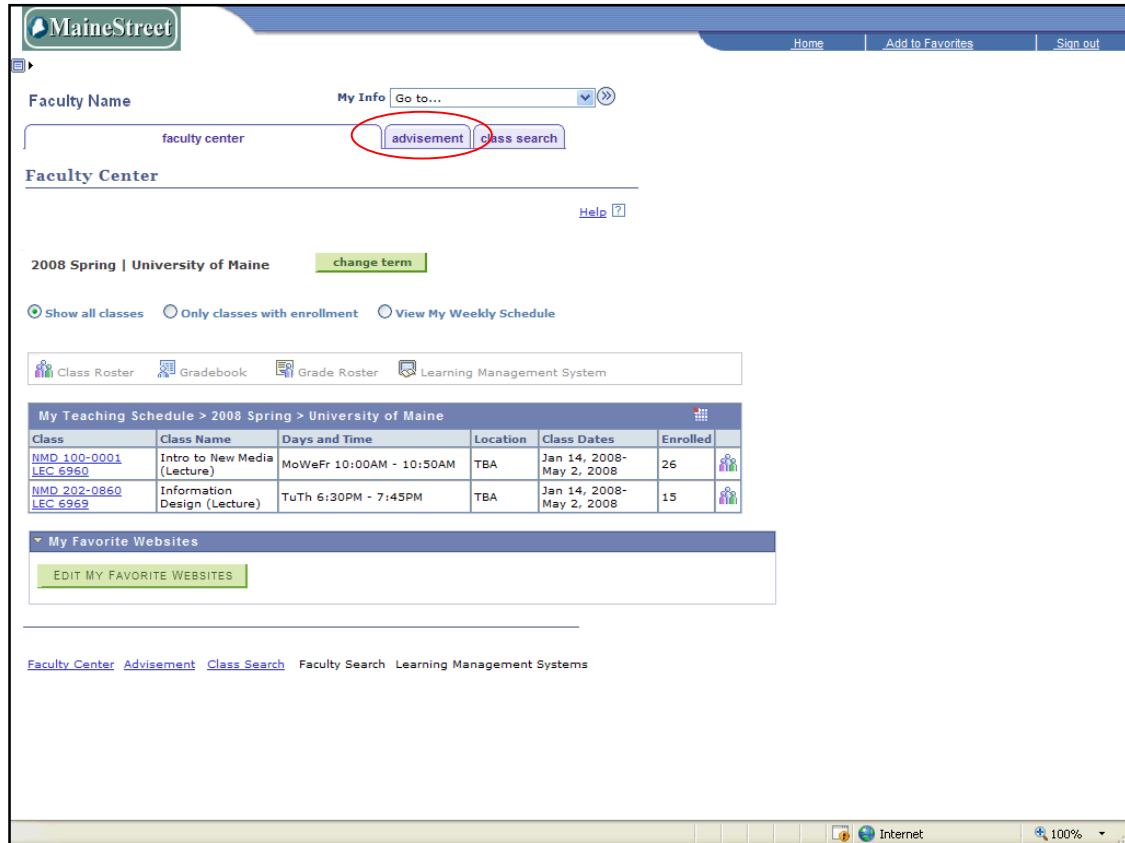
Concept

Advisors can access advisees' class schedules, term grades, degree progress reports, proposed schedules, unofficial transcripts, enrollment appointments and much more from the **View My Advisees** page.

Navigation

Step	Action
1.	From the MaineStreet portal menu, click the Enterprise Applications link. 
2.	Click the Campus Solutions link.
3.	From the Campus Solutions menu, click the Self Service link. 

Procedure



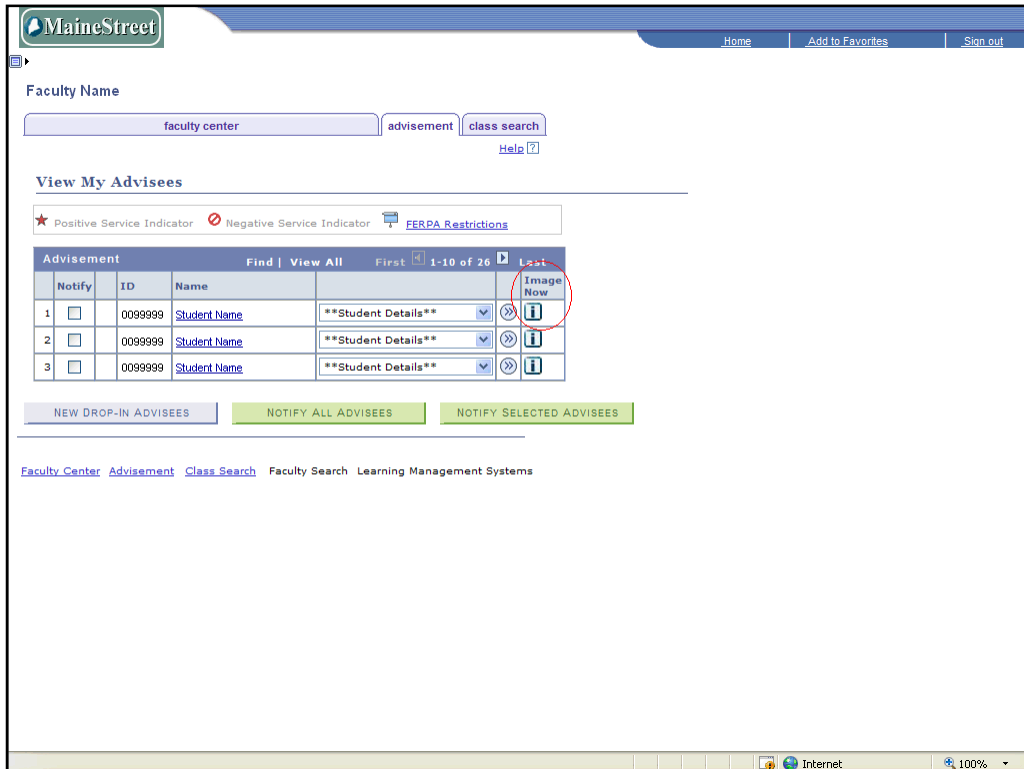
The screenshot shows the MaineStreet web application interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, there is a search area with a 'Go to...' dropdown and a 'My Info' button. The 'advisement' tab is highlighted with a red circle. Below the search area, there is a 'Faculty Center' section with a 'Help' link. The main content area displays '2008 Spring | University of Maine' with a 'change term' button. There are three radio buttons for filtering: 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. Below this, there are links for 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management System'. The 'My Teaching Schedule > 2008 Spring > University of Maine' section contains a table with the following data:

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
NMD 100-0001 LEC 6960	Intro to New Media (Lecture)	MoWeFr 10:00AM - 10:50AM	TBA	Jan 14, 2008- May 2, 2008	26
NMD 202-0860 LEC 6962	Information Design (Lecture)	TuTh 6:30PM - 7:45PM	TBA	Jan 14, 2008- May 2, 2008	15

Below the table, there is a 'My Favorite Websites' section with an 'EDIT MY FAVORITE WEBSITES' button. At the bottom, there are links for 'Faculty Center', 'Advisement', 'Class Search', 'Faculty Search', and 'Learning Management Systems'.

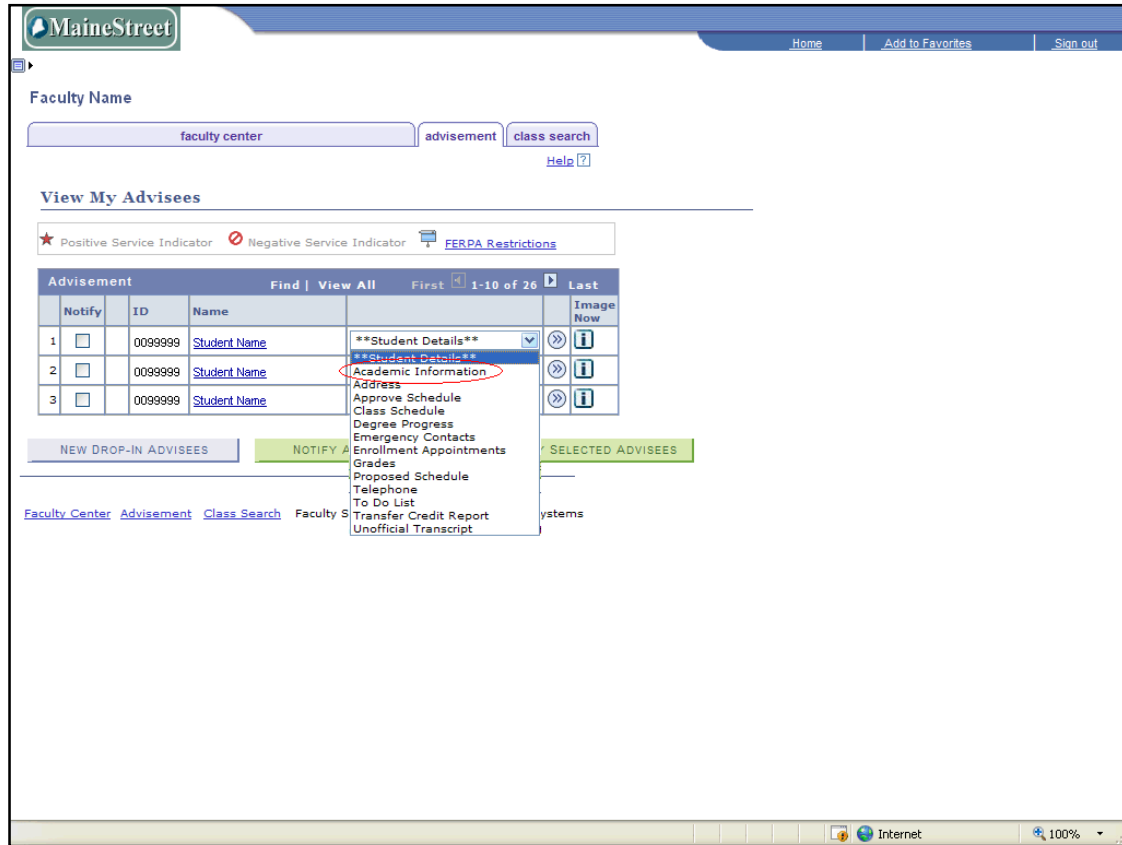
Step	Action
4.	Click the Advisement tab. advisement
5.	Advisors can access advisees' MaineStreet ID, class schedules, term grades, enrollment appointments, proposed schedules, degree progress reports, unofficial transcripts and much more from View My Advisees page. You can see if positive or negative Service Indicators have been set for an advisee or if FERPA Restrictions are set. If all your advisees do not display on the page, click the View All link.

Access ImageNow Documents



Step	Action
6.	<p>From the View My Advisees page, you can also access documents submitted by advisees (i.e. admission application, transcript and test scores) that were scanned with ImageNow document imaging system.</p> <p>To access the documents, click on the ImageNow button located in the advisee's row. The WebNow login page will open in a new browser window (WebNow is the web version of ImageNow).</p> <p>After you login to WebNow, you will find links to the documents.</p>
7.	<p>Click the Student Details drop-down arrow next to an advisee's name to select other types of information to view from the View My Advisees page.</p>

View Academic Information




The screenshot shows the 'View My Advisees' section of the MaineStreet application. At the top, there are navigation tabs for 'faculty center', 'advisement', and 'class search'. Below this is a table of advisees. The second row is selected, and a dropdown menu is open, showing various options. The 'Academic Information' option is highlighted with a red circle. The table has columns for 'Notify', 'ID', 'Name', and 'Image Now'. The 'Name' column contains 'Student Name' for all three rows. The 'Image Now' column contains icons for each row. Below the table, there are buttons for 'NEW DROP-IN ADVISEES', 'NOTIFY A', and 'SELECTED ADVISEES'. At the bottom of the page, there are links for 'Faculty Center', 'Advisement', and 'Class Search'.

Notify	ID	Name	Image Now
<input type="checkbox"/>	0099999	Student Name	
<input type="checkbox"/>	0099999	Student Name	
<input type="checkbox"/>	0099999	Student Name	

Step	Action
8.	To view an advisee's academic history, click on Academic Information to select it.

Process Document Advisement Overview

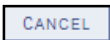


Step	Action
9.	Click the Go button. 



Process Document Advisement Overview

Done

Step	Action
10.	After reviewing the academic information, click the Cancel button. 



View Degree Progress Report

Faculty Name

faculty center advisement class search Help ?

View My Advisees

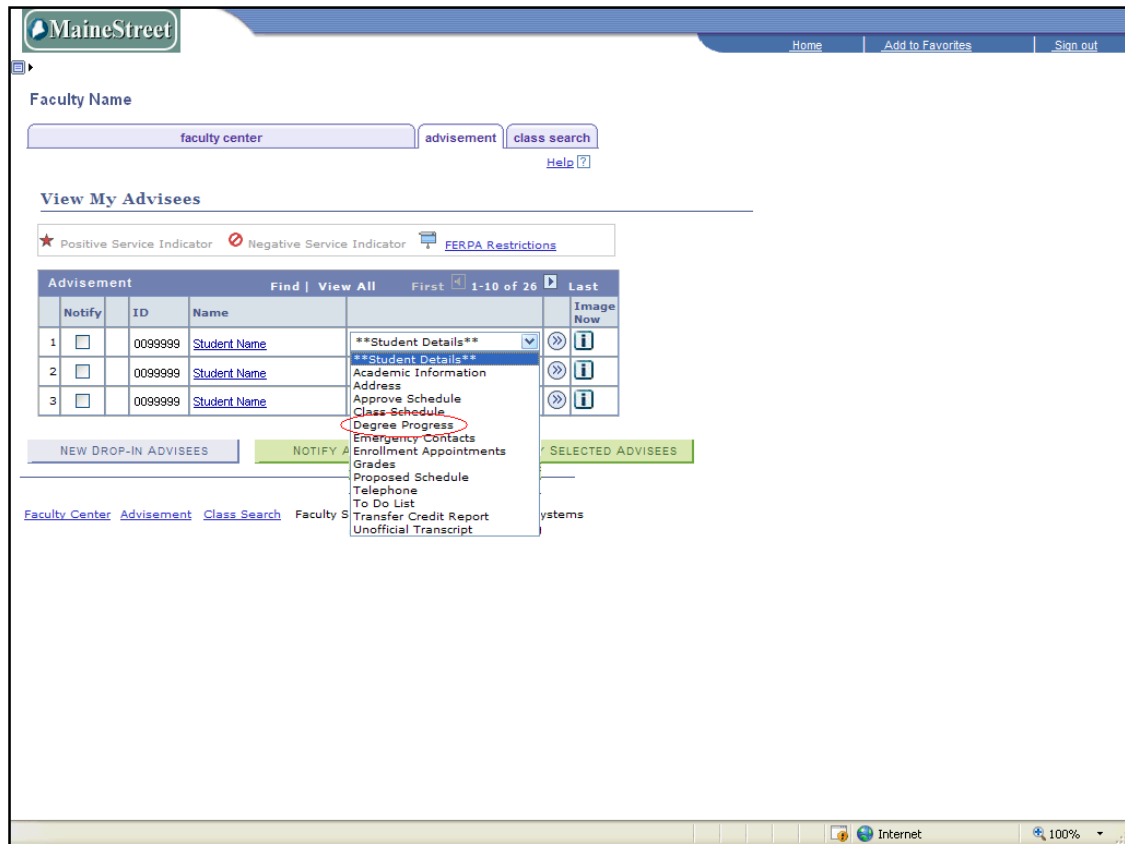
★ Positive Service Indicator ⚠ Negative Service Indicator FERPA Restrictions

Advisement					Find View All	First	1-10 of 26	Last
Notify	ID	Name		Image Now				
<input type="checkbox"/>	0099999	Student Name	**Student Details**					
<input type="checkbox"/>	0099999	Student Name	**Student Details**					
<input type="checkbox"/>	0099999	Student Name	**Student Details**					

NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#) [Learning Management Systems](#)

Step	Action
11.	To view an advisee's Degree Progress report, click on the <i>Student Details</i> drop-down arrow.



The screenshot shows the 'View My Advisees' page in the MaineStreet system. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the 'Faculty Name' section, there are buttons for 'faculty center', 'advisement', and 'class search', along with a 'Help' link. The 'View My Advisees' section includes filters for 'Positive Service Indicator', 'Negative Service Indicator', and 'FERPA Restrictions'. A table lists three students, each with a 'Notify' checkbox, an 'ID' of '0099999', and a 'Name' field containing 'Student Name'. A dropdown menu is open for the first student, showing options: '**Student Details**', '**Student Details**', 'Academic Information', 'Address', 'Approve Schedule', 'Class Schedule', 'Degree Progress' (highlighted in red), 'Emergency Contacts', 'Enrollment Appointments', 'Grades', 'Proposed Schedule', 'Telephone', 'To Do List', 'Transfer Credit Report', and 'Unofficial Transcript'. Below the table, there are buttons for 'NEW DROP-IN ADVISEES', 'NOTIFY', and 'SELECTED ADVISEES'. At the bottom, there are links for 'Faculty Center', 'Advisement', 'Class Search', and 'Faculty S...'. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom.

Step	Action
12.	Click on Degree Progress to select it.

Process Document Advisement Overview



MaineStreet Home | Add to Favorites | Sign out

Faculty Name

faculty center | advisement | class search [Help ?](#)

View My Advisees

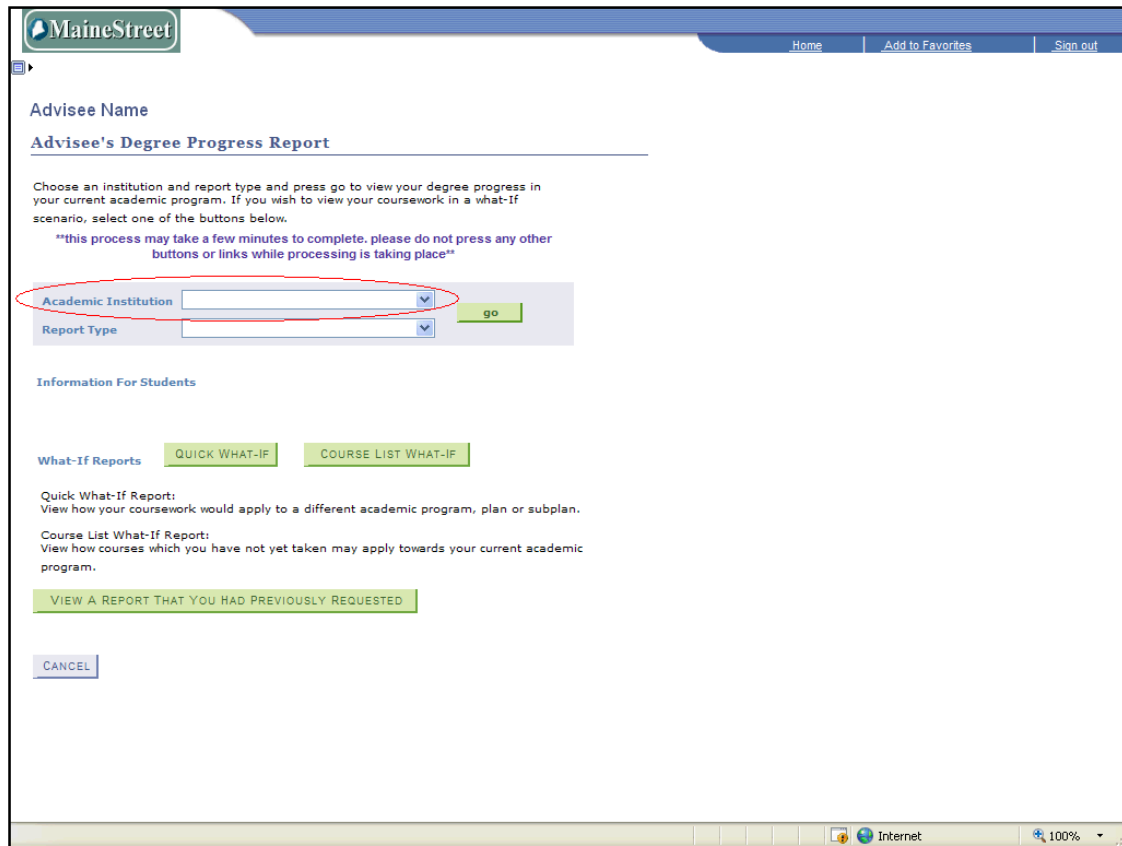
★ Positive Service Indicator ⓧ Negative Service Indicator FERPA Restrictions

Advisement		Find View All		First	1-10 of 26	Last
Notify	ID	Name				Image Now
1	<input type="checkbox"/>	0099999	Student Name	Degree Progress	⏪	
2	<input type="checkbox"/>	0099999	Student Name	**Student Details**	⏪	
3	<input type="checkbox"/>	0099999	Student Name	**Student Details**	⏪	

NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

[Faculty Center](#) | [Advisement](#) | [Class Search](#) | [Faculty Search](#) | [Learning Management Systems](#)

Step	Action
13.	Click the Go button.



MaineStreet Home Add to Favorites Sign out

Advisee Name

Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

****this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place****

Academic Institution go

Report Type

Information For Students

What-If Reports [QUICK WHAT-IF](#) [COURSE LIST WHAT-IF](#)

Quick What-If Report:
View how your coursework would apply to a different academic program, plan or subplan.

Course List What-If Report:
View how courses which you have not yet taken may apply towards your current academic program.

[VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED](#)

[CANCEL](#)

Internet 100%

Step	Action
14.	On the Advisee's Degree Progress Report page, click on the drop-down arrow in the Academic Institution field to look up and select the appropriate institution.

Process Document Advisement Overview



[Home](#) | [Add to Favorites](#) | [Sign out](#)

Advisee Name

Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution

Report Type

Information For Student

Academic Institution

Report Type

Information For Student

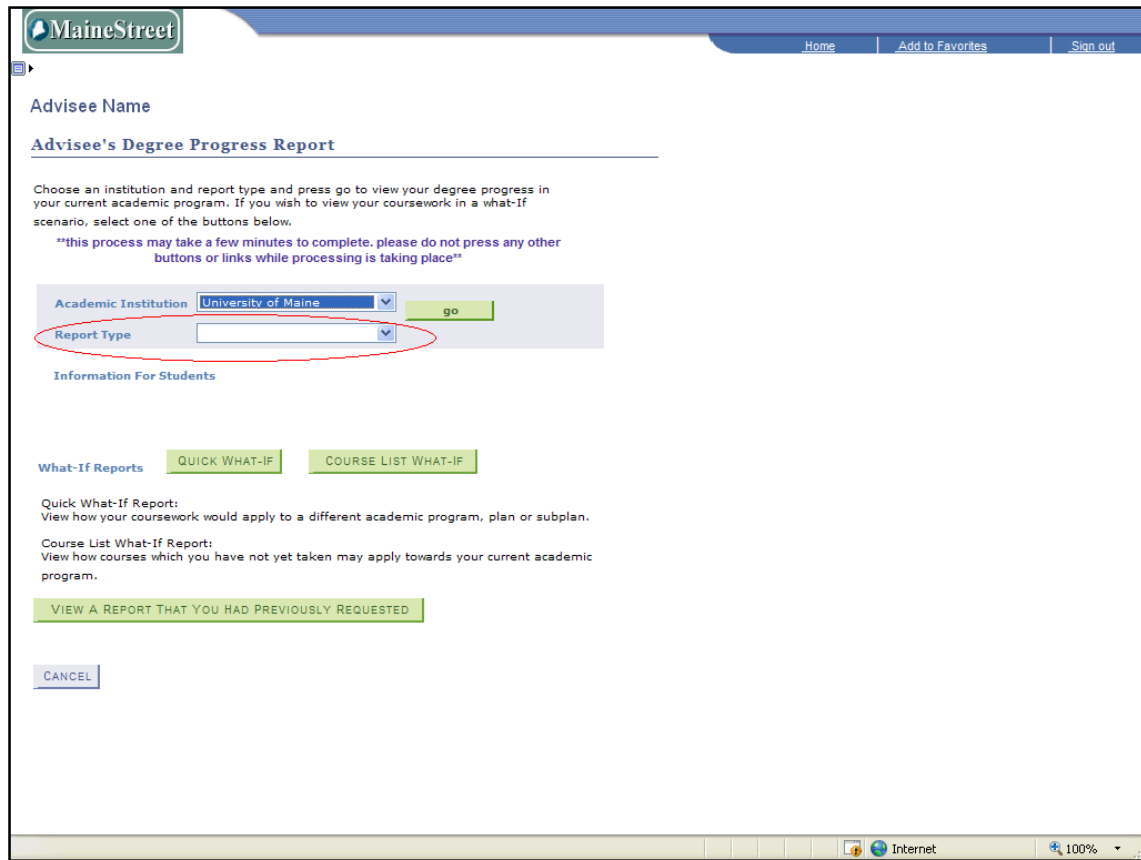
What-If Reports

Quick What-If Report:
View how your coursework would apply to a different academic program, plan or subplan.

Course List What-If Report:
View how courses which you have not yet taken may apply towards your current academic program.

Internet
100%

Step	Action
15.	In the <i>Academic Institution</i> field, click on the appropriate Institution to select it.



The screenshot shows the 'MaineStreet' web application interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. The main content area is titled 'Advisee Name' and 'Advisee's Degree Progress Report'. Below the title, there is a paragraph of instructions: 'Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.' A warning message follows: '**this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place**'. The form contains two dropdown menus: 'Academic Institution' (set to 'University of Maine') and 'Report Type' (circled in red). A green 'go' button is positioned to the right of the 'Academic Institution' dropdown. Below the form, there is a section titled 'Information For Students' with two buttons: 'QUICK WHAT-IF' and 'COURSE LIST WHAT-IF'. Further down, there are two paragraphs of text explaining the 'Quick What-If Report' and 'Course List What-If Report'. At the bottom of the form, there is a green button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' and a blue 'CANCEL' button. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom level.

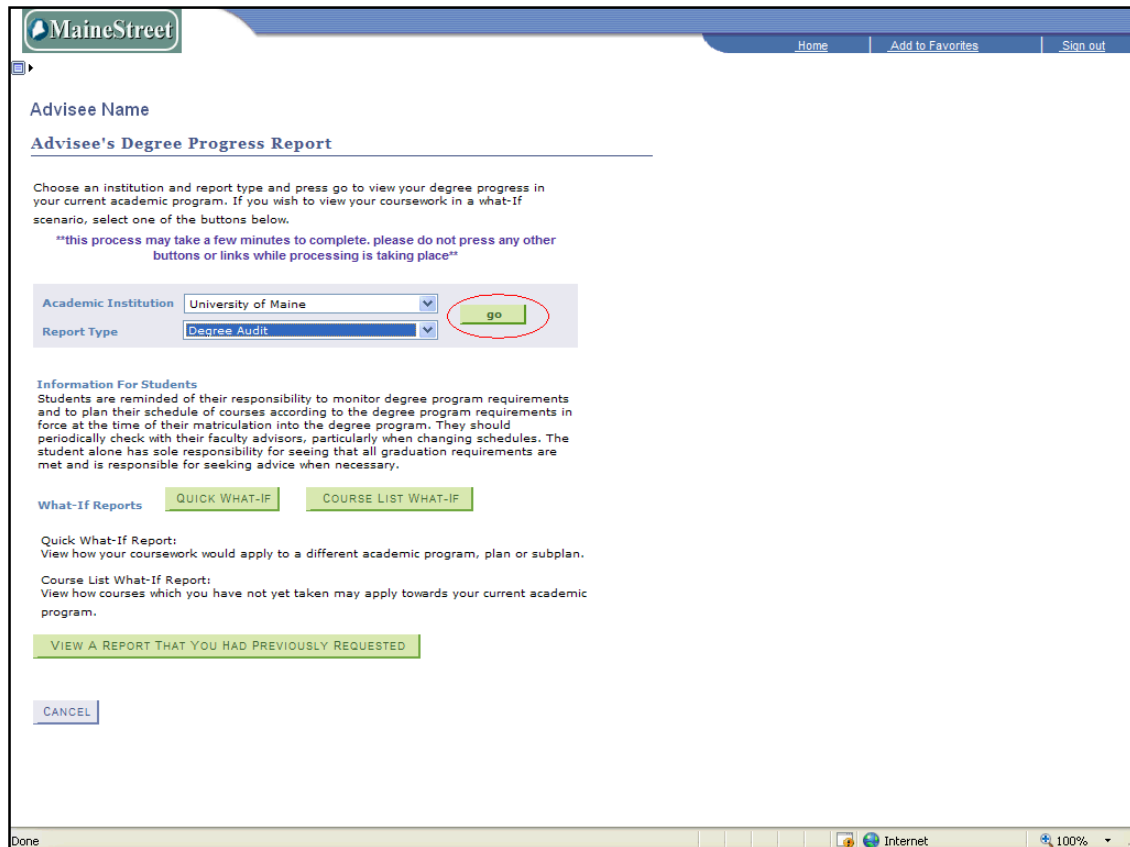
Step	Action
16.	Click on the drop-down arrow in the <i>Report Type</i> field to lookup and select the Degree Progress report.

Process Document Advisement Overview

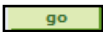



The screenshot shows a web browser window with the MaineStreet logo in the top left. The page title is 'Advisee Name' and the main heading is 'Advisee's Degree Progress Report'. Below the heading, there is a paragraph of instructions: 'Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.' This is followed by a note: '**this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place**'. The form contains two dropdown menus: 'Academic Institution' set to 'University of Maine' and 'Report Type' with 'Degree Audit' selected. A green 'go' button is to the right. Below this is a section titled 'Information For Students' with two buttons: 'QUICK WHAT-IF' and 'COURSE LIST WHAT-IF'. Text descriptions for each are provided. At the bottom of this section are two more buttons: 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' and 'CANCEL'. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom.

Step	Action
17.	Click on Degree Audit to select it. <input type="text" value="Degree Audit"/>



The screenshot shows the 'Advisee's Degree Progress Report' page. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. The main content area includes a 'MaineStreet' logo, a title 'Advisee Name', and a sub-header 'Advisee's Degree Progress Report'. Below this, there is a paragraph of instructions: 'Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.' A warning message follows: '**this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place**'. The form contains two dropdown menus: 'Academic Institution' set to 'University of Maine' and 'Report Type' set to 'Degree Audit'. A green 'go' button is highlighted with a red circle. Below the form, there is a section titled 'Information For Students' with a paragraph of text. Underneath, there are two buttons: 'QUICK WHAT-IF' and 'COURSE LIST WHAT-IF'. Further down, there are two paragraphs of text explaining the 'Quick What-If Report' and 'Course List What-If Report'. At the bottom of the form area, there is a green button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' and a blue 'CANCEL' button. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Step	Action
18.	Click the <i>go</i> button to run the report. 
19.	After reviewing the report, click the Return link to return to the View My Advisees page. 



View Enrollment Appointments

Faculty Name

faculty center advisement class search Help ?

View My Advisees

★ Positive Service Indicator ⚡ Negative Service Indicator 📄 FERPA Restrictions

Advisement					
	Notify	ID	Name		Image Now
1	<input type="checkbox"/>	0099999	Student Name	**Student Details**	
2	<input type="checkbox"/>	0099999	Student Name	**Student Details**	
3	<input type="checkbox"/>	0099999	Student Name	**Student Details**	

NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

[Faculty Center](#) [Advisement](#) [Class Search](#) Faculty Search Learning Management Systems

Step	Action
20.	To view an advisee's Enrollment Appointments , click on the <i>Student Details</i> drop-down arrow.




The screenshot shows the 'View My Advisees' page in the MaineStreet system. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the 'MaineStreet' logo, there are buttons for 'faculty center', 'advisement', and 'class search', along with a 'Help' link. The main section is titled 'View My Advisees' and includes filters for 'Positive Service Indicator', 'Negative Service Indicator', and 'FERPA Restrictions'. A table lists three advisees with columns for 'Notify', 'ID', 'Name', and 'Image Now'. A dropdown menu is open over the 'Enrollment Appointments' link in the 'NOTIFY' section, listing various options like 'Academic Information', 'Address', 'Approve Schedule', 'Class Schedule', 'Degree Progress', 'Emergency Contacts', 'Enrollment Appointments', 'Grades', 'Proposed Schedule', 'Telephone', 'To Do List', 'Transfer Credit Report', and 'Unofficial Transcript'. The 'Enrollment Appointments' option is circled in red. Below the table, there are buttons for 'NEW DROP-IN ADVISEES', 'NOTIFY', and 'SELECTED ADVISEES'. At the bottom, there are links for 'Faculty Center', 'Advisement', 'Class Search', and 'Faculty S'.

Step	Action
21.	Click on Enrollment Appointments to select it.

Process Document

Advisement Overview



Step	Action
22.	Click the Go button. 



MaineStreet Home Add to Favorites Sign out

Advisee Name
Advisee Enrollment Appointments

2008 Fall | Undergraduate | University of Maine

Session	1	Regular Academic	Appointment Nbr	0001
Start Date/Time	04/17/2008 - 11:00AM	End Date/Time	04/21/2008 - 11:59PM	
Units Limits	For the Term	For this Session	For this Appointment	
Maximum	18.00	18.00	0.00	
No GPA Units	12.00	12.00	0.00	
Audit Units	8.00	8.00	0.00	
Waitlist Units	8.00	8.00	0.00	
Total Courses	0	0		

Done Internet 100%

Step	Action
23.	When finished reviewing the enrollment appointments, click the <i>Cancel</i> button to return to the View My Advisees page. <input type="button" value="CANCEL"/>



View Proposed Schedule

Faculty Name

faculty center advisement class search Help ?

View My Advisees

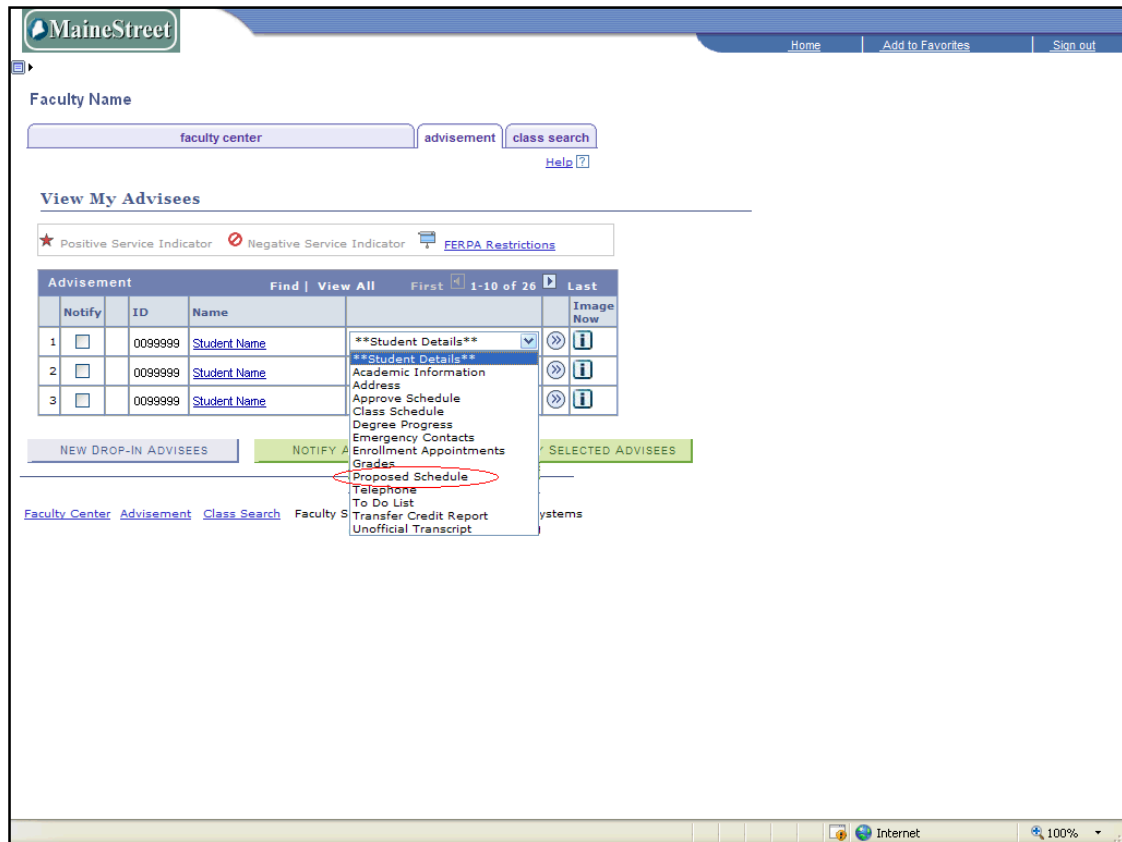
★ Positive Service Indicator ⓧ Negative Service Indicator FERPA Restrictions

Advisement					Find	View All	First	1-10 of 26	Last
Notify	ID	Name		Image Now					
1	<input type="checkbox"/>	0099999	Student Name	**Student Details**	⏪	⏩	ⓘ		
2	<input type="checkbox"/>	0099999	Student Name	**Student Details**	⏪	⏩	ⓘ		
3	<input type="checkbox"/>	0099999	Student Name	**Student Details**	⏪	⏩	ⓘ		

NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

Faculty Center Advisement Class Search Faculty Search Learning Management Systems

Step	Action
24.	To view an advisee's Proposed Schedule , click on the <i>Student Details</i> drop-down arrow.




Step	Action
25.	Click on Proposed Schedule to select it.

Process Document

Advisement Overview



Step	Action
26.	Click the <i>Go</i> button to open the advisee's Wish List . 



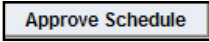
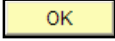
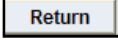
2008 Fall | Undergraduate | University of Maine

2008 Fall Wish List

Open Closed Wait List

Class	Class Name	Days/Times	Location	Instructor	Units	Status
ENG 101-0001 (4112)	College Composition (Lecture)	TuTh 9:30AM - 10:45AM	Jenness Hall 102		3.00	●
HTY 103-0001 (5172)	United States History I (Lecture)	MoFr 10:00AM - 10:50AM	Bennett Hall 137		3.00	●
HTY 103-2002 (5178)	United States History I (Recitation)	We 10:00AM - 10:50AM	Stevens Hall 370			●
MAT 122-0500 (5752)	Pre-Calculus (Lecture)	MoTuWeFr 8:00AM - 8:50AM	Stevens Hall North 237		4.00	●
PSY 100-0001 (7524)	General Psychology (Lecture)	TuTh 2:00PM - 3:15PM	Little Hall 120		3.00	●

Return Approve Schedule

Step	Action
27.	On the advisee's Wish List page, click the Approve Schedule button to approve the advisee's proposed schedule. 
28.	Click the OK button. 
29.	When finished, click the Return button to return to the View My Advisees page. 



View Transfer Credit Report

Faculty Name

faculty center | advisement | class search

View My Advisees

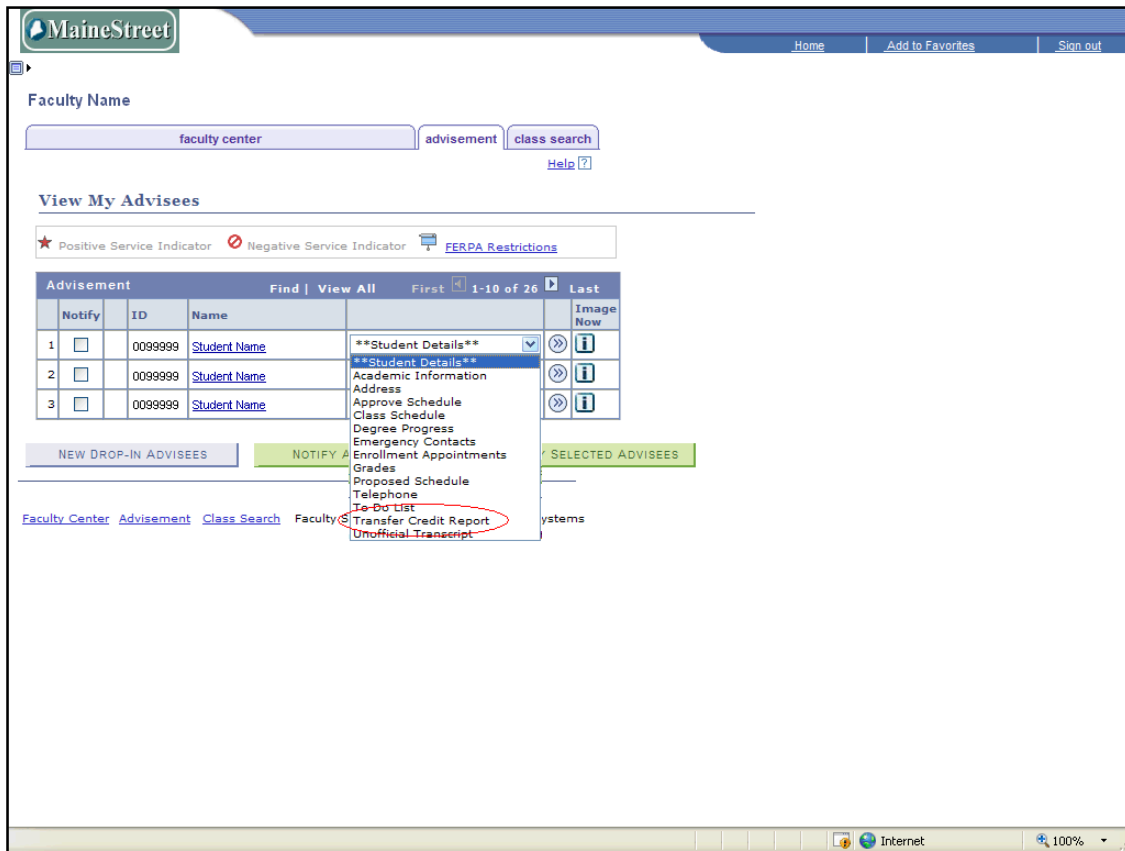
Positive Service Indicator | Negative Service Indicator | FERPA Restrictions

Notify	ID	Name	Image Now
<input type="checkbox"/>	0099999	Student Name	**Student Details**
<input type="checkbox"/>	0099999	Student Name	**Student Details**
<input type="checkbox"/>	0099999	Student Name	**Student Details**

NEW DROP-IN ADVISEES | NOTIFY ALL ADVISEES | NOTIFY SELECTED ADVISEES

Faculty Center | Advisement | Class Search | Faculty Search | Learning Management Systems

Step	Action
30.	To view an advisee's Transfer Credit Report , click on the <i>Student Details</i> drop-down arrow.



Faculty Name

faculty center | advisement | class search

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator FERPA Restrictions

Notify	ID	Name		Image Now
<input type="checkbox"/>	0099999	Student Name	**Student Details**	
<input type="checkbox"/>	0099999	Student Name	**Student Details**	
<input type="checkbox"/>	0099999	Student Name	**Student Details**	

NEW DROP-IN ADVISEES NOTIFY SELECTED ADVISEES


Faculty Center Advisement Class Search Faculty S systems

Transfer Credit Report

Step	Action
31.	Click on Transfer Credit Report to select it.

Process Document Advisement Overview



Step	Action
32.	Click the Go button. 



Process Document Advisement Overview

[Home](#) | [Add to Favorites](#) | [Sign out](#)

Advisee Name [Help](#) ?

View Transfer Credit Report

Course Credits | No Test Credits | No Other Credits

[View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Model Nbr 1 **Posted**
Institution University of Maine **Credit Source Type** Manual
Career Undergraduate **Source Institution** ADVANCED PLACEMENT CREDIT
Program Nat Sci Forestry & Agriculture
Plan

Transfer Term	External Subject / Catalog Nbr	Course Title	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes
2004 Fall	-		4.00		Posted	BIO 100	4.000	TR	

Status Information

Accepted - Credit accepted (unless otherwise noted) and not yet included in student totals
Contingent - Evaluation contingent upon additional information
Posted - Credit accepted and included in student totals
Rejected - Credit not accepted
No Rule - Course equivalent not yet determined

Internet | 100%

Step	Action
33.	When finished, click the <i>Cancel</i> button to return to the View My Advisees page. <input style="border: 1px solid black; padding: 2px 5px;" type="button" value="Cancel"/>



View Unofficial Transcript

Faculty Name

faculty center advisement class search Help ?

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator FERPA Restrictions

Advisement				Find View All	First 1-10 of 26	Last
Notify	ID	Name				Image Now
<input type="checkbox"/>	0099999	Student Name	**Student Details**			
<input type="checkbox"/>	0099999	Student Name	**Student Details**			
<input type="checkbox"/>	0099999	Student Name	**Student Details**			

NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#) [Learning Management Systems](#)

Step	Action
34.	To view an advisee's Unofficial Transcript , click the <i>Student Details</i> drop-down arrow.



Process Document Advisement Overview

Faculty Name

faculty center advisement class search Help ?

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator FERPA Restrictions

Notify	ID	Name		Image Now
1	0099999	Student Name	**Student Details**	Image Now
2	0099999	Student Name	**Student Details**	Image Now
3	0099999	Student Name	**Student Details**	Image Now

NEW DROP-IN ADVISEES NOTIFY SELECTED ADVISEES

Faculty Center Advisement Class Search Faculty S

Unofficial Transcript

Step	Action
35.	Click on Unofficial Transcript to select it.

Process Document Advisement Overview



Faculty Name

faculty center | advisement | class search

View My Advisees

Positive Service Indicator | Negative Service Indicator | FERDA Restrictions

Notify	ID	Name		Image Now
<input type="checkbox"/>	0099999	Student Name	**Student Details**	
<input type="checkbox"/>	0099999	Student Name	**Student Details**	
<input type="checkbox"/>	0099999	Student Name	Unofficial Transcript	

NEW DROP-IN ADVISEES | NOTIFY ALL ADVISEES | NOTIFY SELECTED ADVISEES

Faculty Center | Advisement | Class Search | Faculty Search | Learning Management Systems

Step	Action
36.	Click the Go button.



Process Document Advisement Overview

The screenshot shows the 'MaineStreet' web application. At the top left is the logo, and at the top right are navigation links: 'Home', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Advisee Name' and 'Advisee's Unofficial Transcript'. Below the title, there is a heading 'Advisee's Unofficial Transcript' followed by instructions: 'Choose an institution and report type and press go to view your report.' A warning message states: '**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. There are two dropdown menus: 'Academic Institution' and 'Report Type', with a green 'go' button to the right. Below the forms is a section titled 'Information For Students'. At the bottom of the form area, there is a green button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' and a blue button labeled 'CANCEL'. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom level.

Step	Action
37.	Click on the drop-down arrow in the <i>Academic Institution</i> field to lookup and select the appropriate institution.

Process Document Advisement Overview



[Home](#) | [Add to Favorites](#) | [Sign out](#)

Advisee Name

Advisee's Unofficial Transcript

Choose an institution and report type and press go to view your report.
 this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place

Academic Institution	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px;">University Maine Presque Isle</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">University of Maine</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">University of Maine Farmington</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">University of Maine Fort Kent</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">University of Maine at Augusta</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">University of Maine at Machias</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">University of Southern Maine</div> </div>	<input type="button" value="go"/>
Report Type		
Information For Student		

Step	Action
38.	Click on the appropriate institution to select it.



Process Document Advisement Overview

The screenshot shows the 'MaineStreet' web application interface. At the top left is the 'MaineStreet' logo. To the right are navigation links: 'Home', 'Add to Favorites', and 'Sign out'. Below the logo is a section titled 'Advisee Name' followed by 'Advisee's Unofficial Transcript'. A message reads: 'Choose an institution and report type and press go to view your report. **this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. Below this is a form with two dropdown menus: 'Academic Institution' (set to 'University of Maine') and 'Report Type'. A green 'go' button is to the right of the 'Academic Institution' dropdown. Below the form is a section titled 'Information For Students'. At the bottom of the form area are two buttons: 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' (highlighted in green) and 'CANCEL'. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom level.

Step	Action
39.	Click on the <i>Report Type</i> drop-down arrow.

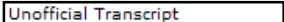
Process Document Advisement Overview



The screenshot shows the 'MaineStreet' web application. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below the navigation bar, the page title is 'Advisee Name'. The main content area is titled 'Advisee's Unofficial Transcript'. It contains the following elements:

- A heading: **Advisee's Unofficial Transcript**
- Instructions: "Choose an institution and report type and press go to view your report." and a warning: "**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**"
- Form fields:
 - 'Academic Institution' dropdown menu with 'University of Maine' selected.
 - 'Report Type' dropdown menu with 'Unofficial Transcript' selected.
 - A green 'go' button.
- A link: 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' (highlighted in green).
- A 'CANCEL' button.

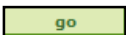
The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom level.

Step	Action
40.	Click on Unofficial Transcript to select it. 



Process Document Advisement Overview

The screenshot shows the 'MaineStreet' web application. At the top left is the 'MaineStreet' logo. At the top right are navigation links: 'Home', 'Add to Favorites', and 'Sign out'. Below the logo is a section titled 'Advisee Name'. Underneath is a heading 'Advisee's Unofficial Transcript'. A message reads: 'Choose an institution and report type and press go to view your report. **this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. Below this is a form with two dropdown menus: 'Academic Institution' (set to 'University of Maine') and 'Report Type' (set to 'Unofficial Transcript'). A green 'go' button is to the right of the first dropdown. Below the form is the text 'Information For Students'. At the bottom of the form area is a green button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' and a blue 'CANCEL' button. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Step	Action
41.	Click the <i>Go</i> button. 



Report Results

[Return](#)

Printer Friendly Version

Unofficial Transcript

Print Date : 2008-04-10

University of Maine

Name : Student Name

Student ID: 0099999

----- Transfer Credits -----

Transfer Credit from ADVANCED PLACEMENT CREDIT

Applied Toward Nat Sci Forestry & Agriculture Program

2004 Fall

BIO	100	Basic Biology	4.00	4.00 TR	
Course Trans GPA:	0.000	Transfer Totals :	0.00	4.00	0.000

----- Beginning of Undergraduate Record -----

2004 Fall

Program : Nat Sci Forestry & Agriculture

Plan : Molecular & Cellular Biology Major


CHY	121	Intro to Chemistry	3.00	3.00 B	9.000
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Step	Action
42.	<p>The Unofficial Transcript displays on the Report Results page. To print the transcript, click the <i>Printer Friendly Version</i> button.</p> <p>When finished with the transcript, click the Return link.</p> <p>Return</p>



Process Document Advisement Overview


The screenshot shows the 'MaineStreet' web application. At the top left is the 'MaineStreet' logo. To the right are navigation links: 'Home', 'Add to Favorites', and 'Sign out'. Below the logo is a section titled 'Advisee Name' and 'Advisee's Unofficial Transcript'. The main content area contains the following text: 'Choose an institution and report type and press go to view your report. **this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place**'. Below this is a form with two dropdown menus: 'Academic Institution' (set to 'University of Maine') and 'Report Type' (set to 'Unofficial Transcript'). A green 'go' button is to the right of the first dropdown. Below the form is a section titled 'Information For Students'. At the bottom of the form area, there is a green button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' and a blue 'CANCEL' button. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

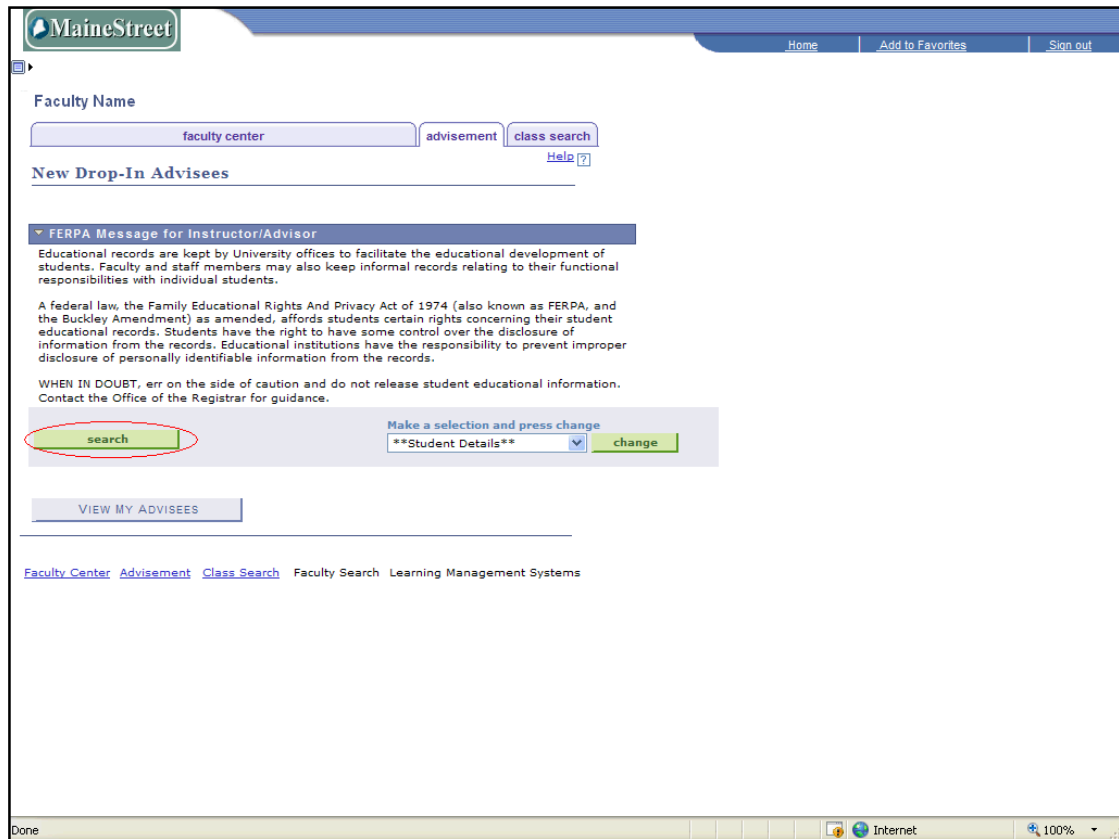
Step	Action
43.	Click the <i>Cancel</i> button to return to the View My Advisees page. 

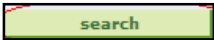

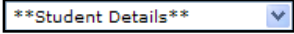


Drop-In Advisees

The screenshot shows the 'View My Advisees' page in the MaineStreet system. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the 'MaineStreet' logo, there are search filters for 'Faculty Name', 'faculty center', 'advisement', and 'class search', along with a 'Help' link. The main section is titled 'View My Advisees' and includes filters for 'Positive Service Indicator', 'Negative Service Indicator', and 'FERPA Restrictions'. A table displays a list of advisees with columns for 'Notify', 'ID', 'Name', and 'Image Now'. Below the table, three buttons are visible: 'NEW DROP-IN ADVISEES' (circled in red), 'NOTIFY ALL ADVISEES', and 'NOTIFY SELECTED ADVISEES'. At the bottom, there are links for 'Faculty Center', 'Advisement', 'Class Search', 'Faculty Search', and 'Learning Management Systems'.

Step	Action
44.	To assist a student who is not an assigned advisee, click the New Drop-In Advisees button. 

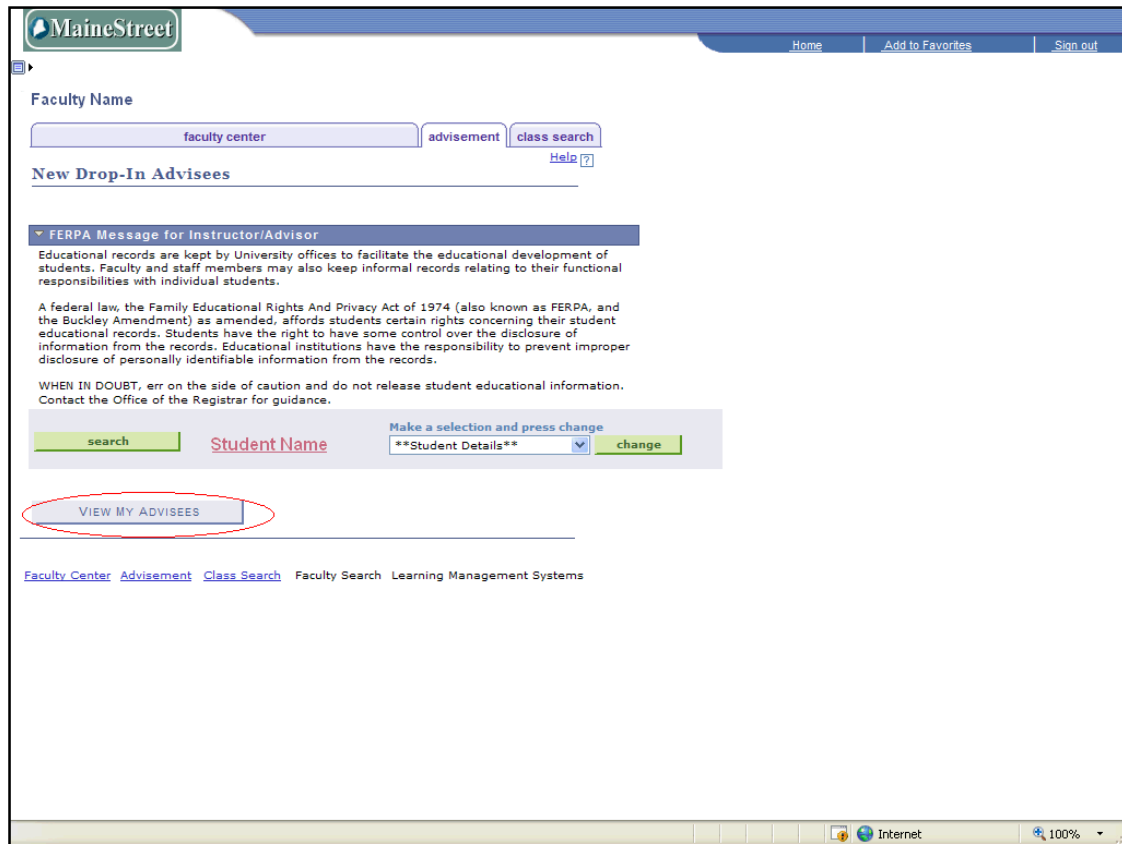


Step	Action
45.	To look up the drop-in advisee's information, you must first look up the student's record in MaineStreet. Click on the <i>search</i> button. 
46.	You can search for the student's record by entering MaineStreet ID.
47.	Click on the <i>Look Up</i> button. 
48.	Click on the drop-down arrow in the <i>Student Details</i> field. 

Process Document Advisement Overview

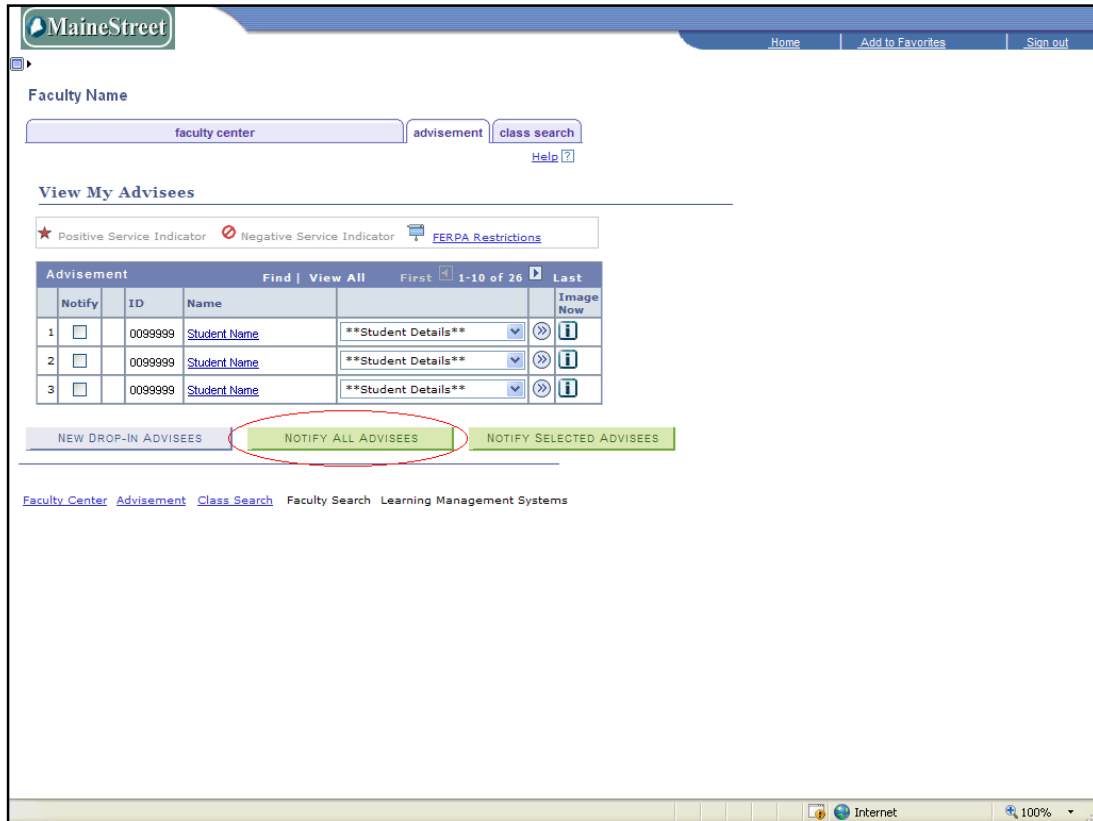


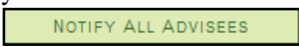
Step	Action
49.	You can look up the same information for a drop-in advisee that you can for your assigned advisees.

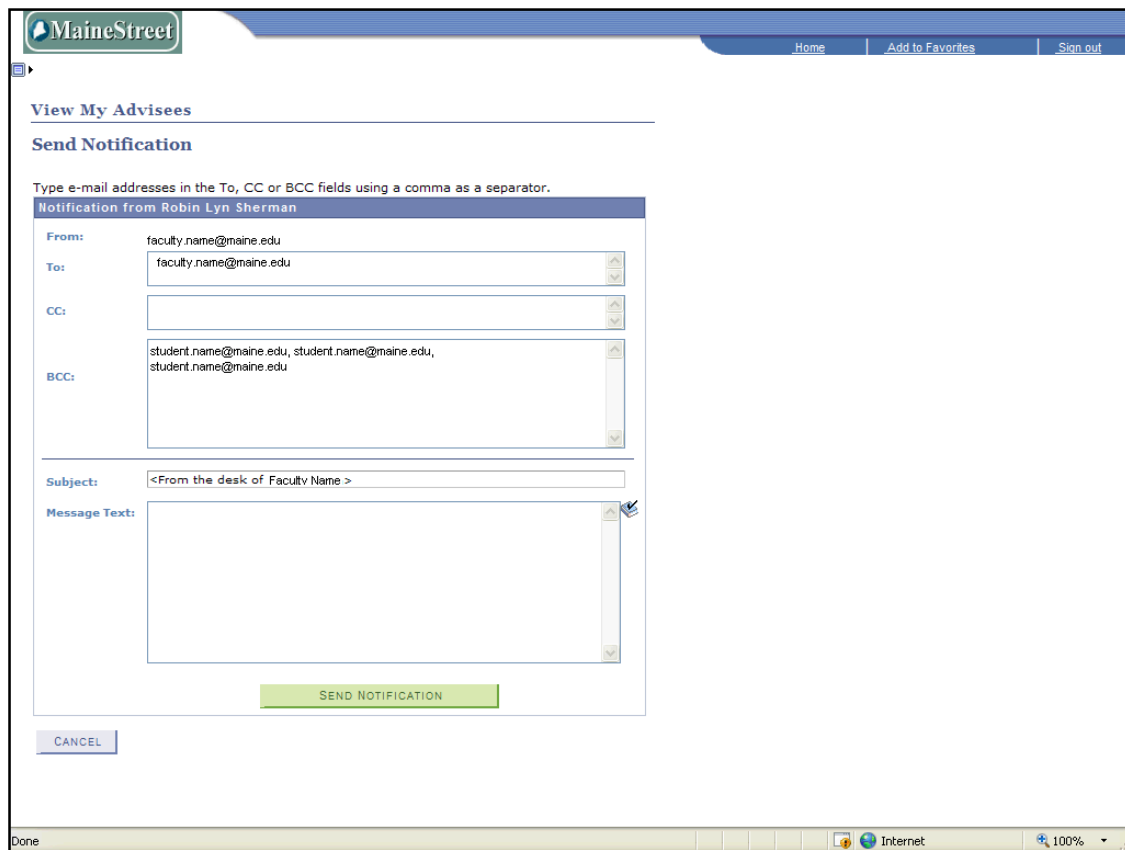


Step	Action
50.	Click the <i>View My Advisees</i> button to return to that page.

Notify Advisees



Step	Action
51.	<p>You can send email messages to your advisees in the same manner you can send messages to your students. You can send an email message to selected advisees or to all listed advisees by using the Notify feature.</p> <p>To send a message to one advisee, place a checkmark in the Notify box in their row and then click on the <i>Notify Selected Advisees</i> button.</p> <p>For this example, click the <i>Notify All Advisees</i> button to send a message to all your advisees.</p> 



MaineStreet Home Add to Favorites Sign out

View My Advisees

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Robin Lyn Sherman

From: faculty.name@maine.edu

To: faculty.name@maine.edu

CC:

BCC: student.name@maine.edu, student.name@maine.edu, student.name@maine.edu

Subject: <From the desk of Faculty Name >

Message Text:

SEND NOTIFICATION

CANCEL

Done Internet 100%

Step	Action
52.	<p>The email message you create will be sent to you for your records and will "blind copy" (bcc) each advisee. This prevents advisees from seeing other advisee names in the email they receive.</p> <p>Click the <i>Cancel</i> button to return to the View My Advisees page.</p> <p>CANCEL</p>
53.	End of Procedure.